



**PRENTON HIGH SCHOOL FOR GIRLS**

**DRUGS EDUCATION AND DRUG RELATED INCIDENTS POLICY**

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**0151 541 5656** (Monday to Friday, 9am to 5pm) Text: ABL to **60777** (texts are free)..... 20

    Email: wiccg.ablwirral@nhs.net..... 20

**POLICY DEVELOPMENT AND CONSULTATION**

This policy was devised using;

- 1) Local Authority guidelines.
- 2) DfE and ACPO Drug advice for schools 2012 documentation.
- 3) Misuse of Drugs Act 1971.
- 4) Misuse of Drugs Act 2010.
- 5) 2013 Temporary Misuse of Drugs Act (concerning so called Legal-Highs).
- 6) 2016 Bill on New Psychoactive Substances.
- 7) Guidance for Schools 2004

This policy was written by the Designated Safeguarding Leaders at the school.

**POLICY REVIEW**

This policy will be reviewed annually with the next review due in Summer 25

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## 1 THE ROLE OF THE SCHOOL

As part of the school's statutory duty to promote students' wellbeing, Prenton High School has a clear role to play in preventing drug misuse. This is recognised as an essential part of the school's safeguarding responsibility. The fundamental role of the school is to create a safe and productive environment for all. Nothing in this document is intended to extinguish an individual's right to lawful privacy.

## 2 SCHOOL DESCRIPTION

Prenton High School all an ability school with approximately 790 students on roll. The school community is committed to ensuring that students feel safe and happy. We aim to enable students to become independent, self-confident and self-motivated adults who can be successful in a changing world.

## 3 VALUES AND ETHOS

A high performing school that makes a positive difference to the lives of our students and sits at the heart of a thriving local community.

Making a positive difference today to achieve a better tomorrow by:

- Trust – Being reliable, dependable and encouraging confidence within yourself and others.
- Respect – Accepting individuality, respecting yourself, others, our environment and our right to learn.
- Integrity – Demonstrating strong moral principles whilst being positive models and showing honesty in making the right decision.
- Kindness – Acting with compassion and empathy whilst being friendly, approachable and showing care and consideration to all.
- Endeavour – Working persistently hard with care and resilience, to show commitment towards achieving our goals and working towards our futures.

## 4 DEFINITIONS AND TERMINOLOGY

Drugs as defined by the DfE as any substance that has the potential to affect how a person thinks, feels or behaves. Under the Misuse of Drugs Act 1971 / 2010 the school drug policy includes the following substances:

Legal Drugs – Including, caffeine, energy drinks, tobacco, e-cigarettes / vapes, alcohol, khat, nitrites (poppers), VSA (volatile substances).

Illegal Drugs – Those controlled by the Misuse of Drug Act legislation, including anabolic steroids, cannabis, cocaine, ecstasy, cocaine, mephedrone and heroin.

New Psychoactive Substances – Psychoactive Substances Act came into effect in spring 2016. Previously known as 'legal highs' which contain one or more chemical substances which produce similar effects to illegal drugs (like cocaine, cannabis and ecstasy).

Medicines – Including over the-counter and prescription drugs. Some students may require medicines that have been prescribed for their medical condition during the school day. More detailed information can be found in Managing Medicines in Schools and Early Year Setting; Managing Medicines in Schools and Early Years Settings

Substances covered in the policy are not to be bought, sold or otherwise exchanged or brought onto school premises during the school day, or while students are on school visits.

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## 5 POLICY PRODUCTION AND APPLICABILITY

This policy has been informed by the following;

- DfE and ACPO Drug advice for schools 2012 documentation.
- Misuse of Drugs Act 1971.
- Misuse of Drugs Act 2010.
- Managing Medicines in Schools and Early Years Setting (DfE)
- 2016 Bill on New Psychoactive Substances
- 2023 North West Vaping Schools Policy Framework (OHID)

This policy links to other school policies, including Safeguarding, Behavioural Management and Health and Safety. This policy applies at all times on the school premises and extends to cover journeys to and from school. It also covers students on work experience, alternative provision placements and to all school trips, including those abroad.

## 6 WHO DOES THE POLICY APPLY TO?

The policy applies to all members of staff in our school, including all permanent, temporary and support staff, governors, volunteers, parents, contractors and external services or activity providers

This policy applies to all students in this school. A copy of the school's drug policy can be found on the school website at <http://prentonhighschool.co.uk/>

This policy will be updated and reviewed on an annual basis and will act as a central reference point for all school staff, or following identification of new/emerging trends in children and young people's behaviour.

## 7 DRUG EDUCATION

### 7.1 Drug Education Aims

Drug education aims to enable students to develop their knowledge, skills, attitudes and understanding about unauthorised, legal and illegal substances and to appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions.

Drug education aims to:

- 8) Provide accurate information.
- 9) Correct misunderstandings.
- 10) Build on knowledge and understanding.
- 11) Explore attitudes and values towards drugs, drug use and drug users.
- 12) Develop students' understanding of rules and laws.
- 13) Develop students' interpersonal skills.
- 14) Develop students' self-awareness and self-esteem.
- 15) Explore the risks and consequences of their own and others' actions; and
- 16) Be relevant to the needs of students and the school community.
- 17) Inform students of support both within and outside of school.

### 7.2 Drug Education Curriculum Delivery

Drug education is mandatory in accordance with the National Curriculum for Science. Students need to feel confident and relaxed about discussing issues related to illegal substances. For this to happen teachers need to be confident and to use a range of strategies to help young people to discuss their ideas, thoughts and feelings openly. At Prenton High School High School the Drug Education Programme is delivered through the LEARNING FOR LIFE curriculum, assemblies, workshops and targeted student support sessions.

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### 7.3 Vapes, E Cigarettes & Smoking in school

The school is a SMOKE FREE environment, and as such smoking of Vapes / E – cigarettes, Cigars, Tobacco is not permitted on the entire premises.

- Students, who vape or smoke on the school premises, or in school uniform, will receive consequences in accordance with the school’s Behaviour for Learning Policy. Parents will be contacted unless this puts the child at risk.
- 18)
- The school promotes the health and welfare of all who work in or visit the school.

#### **SCHOOLS RESPONSE**

Schools’ response to vaping falls broadly into two areas: **incorporating vaping prevention to protect the health of young people, and managing behaviour related to vapes.**

Further information and guidance can be found in: [North West Schools Vaping Policy Framework OHID October 2023](#) Some key points are below

- Excessive use of vapes will present as nausea, sore throat, dizziness and headaches. In the event of an extreme adverse reaction, this should be reported to the Medicines and Healthcare products Regulatory Authority (MRHA) via the [Yellow Card Scheme](#). Vapes can contain illegal Tetrahydrocannabinol (THC) or be used to smoke cannabis. (See Appendix 5)
- When a young person collapses or experiences an adverse effect seek help from the school nurse / accident and emergency and refer to your local young person’s substance use service.
- Disposable vapes should never be disposed of in household waste and should instead be handed in to an approved collector of electrical goods waste. Larger vape stores may operate collection points, or you can contact your local authority waste service for further information.
- 19)
- Work with Schools Drugs Adviser, local agencies such as Young People’s Services, Health Service in Schools HSIS, ABL A Better Life, Trading Standards, Police and Safeguarding Teams will aid overall management of school vaping and any adverse vaping events. See Appendix 1 for External agencies.

## 8 DRUG RELATED INCIDENTS

### 8.1 Managing Drugs in School

School will not tolerate the use or possession of unauthorised legal or illegal controlled substances by students, staff, Governors, visitors or other members of the school community including parents, in school time, on school premises or off-site during school organised activities such as trips and work experience. This also extends to New Psychoactive Substances, Alcohol, Tobacco, Vapes, Volatile Substances, Amyl

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Nitrates, and substances that cause states of intoxication. This is not an exhaustive list and it will be reviewed in accordance with circumstances as they develop.

As a school we cannot knowingly allow on our premises or to be used for the production or supply of any controlled drug (e.g., the preparation of, or smoking of cannabis). A central record of evidence related to any pupils suspected of drugs misuse will be held on school site.

The Senior Leaders with responsibility for drug related incidents are the Headteacher, and Head of Student Services. All drug related incidents will be reported to the Head of Student Services who will be responsible for coordinating the most appropriate response.

Drug related incidents will be dealt with fairly and with due regard for the facts as they present themselves, as well as the health, pastoral, educational and welfare needs of any person involved and the school community. In the first instance the possibility of a medical emergency will be considered.

Type	Example
Suspicion	A student/carer, member of staff or visitor is thought to be under the influence of a drug, or the supply of a substance.
Observation	A student demonstrates, perhaps through actions, play and inappropriate level of knowledge of drugs for their age.
Disclosure	A student discloses that they or their family member / friend are misusing drugs .
Discovery	A teacher may find a substance on school premises or from student during a search. This also includes discoveries from students via social media sites; for example Snapchat, Facebook Instagram etc.

## 8.2 Dealing with medical emergencies involving drugs

If a young person has lost consciousness when suspected of taking drugs:

- Stay calm - some drugs act on the central nervous system in a way which makes it potentially dangerous to induce a state of agitation by shouting or over-reacting.
- Put the young person in the recovery position.
- Loosen clothing to assist the casualty's breathing.
- Do not give anything to drink.
- Send for the First Aider and for an ambulance.
- Check the casualty is breathing regularly.
- Collect any evidence of what has been taken e.g. tablets, syringes and keep any vomited material.
- Wait for the ambulance and reassure the casualty if they regain consciousness.

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### 8.3 If a young person is 'high' or hallucinating

- 20) Be prepared for behaviour from depressed to very quiet to excitable and incoherent.
- 21) Do not allow the young person to get into a dangerous situation.
- 22) Sit the young person down in a quiet, well ventilated room.
- 23) Talk to the young person quietly and calmly, reassure.
- 24) Send for the First Aider.
- 25) Use on-call to alert a member of the SLT.

### 8.4 Detection

At Prenton High School we will approach searching for illegal substances with sensitivity. The school reserves the right to use a variety of strategies to search for drugs as it is deemed necessary, based on a sound evidential basis for suspicion of wrong doing on school premises and in the interests of health and safety of all staff and students.

### 8.5 Searches of school property

Staff may search school property such as students' lockers if they believe illegal or unauthorised substances to be stored in them. This should be done only if there is reason to believe that the locker contains such a substance and with the agreement of a member of the SLT.

### 8.6 Personal searches and searches of personal property

When a person is suspected of concealing illegal or unauthorised substances every effort should be made to persuade the person to hand over the substance in the presence of a second adult witness. A record of the exchange should be made by the observing member of staff and recorded on CPOMS.

Advice on searching and confiscations can be found in [Searching, Screening and Confiscation for Schools; Advice for Headteachers, school staff and governing bodies.](#)

#### Searching with Consent

Schools common law powers enable school staff to search students with their consent for any item. School is NOT required to have formal written consent from the student for this sort of search – it is enough for the teacher to ask the student to turn out his or her pockets or if the teacher can look in the student's bag or locker and for the student to agree.

#### Searching without Consent

The Headteacher or member of staff authorised by the Headteacher can search without consent if they have reasonable grounds for suspecting that a student is in possession of a prohibited item or is likely to commit an offence, or to cause personal injury, or damage. These include;

- 26) Knives or weapons, alcohol, illegal drugs and stolen items
- 27) Tobacco and cigarette papers, vape, fireworks and pornographic images
- 28) Any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury, or damage to property; and
- 29) Any item banned by the school rules which has been identified in the rules as an item which may be searched for.

The police may conduct a personal search if they believe a crime has taken place or to prevent harm to a student or others following an arrest. School has no legal obligation to report incidents involving illegal substances to the police; however, Prenton High School for Girls works in partnership with the local police, takes their advice and involves them or other relevant agencies appropriately. Parents will be contacted if deemed appropriate.

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## 8.7 Confiscation and disposal of unauthorised substances

The law permits school staff to take temporary possession of a substance suspected of being an illegal substance for the purpose of preventing an offence from being committed; provided that all reasonable steps are taken to destroy or deliver it to a person lawfully entitled to take custody of it.

## 8.8 Alcohol, Tobacco and e cigarettes/vape

When confiscated, parents/carers should normally be informed and given the opportunity to collect items, unless this would jeopardise the safety of the child or others.

Volatile substances may be dangerous and so school should arrange for safe disposal. Parents/carers should normally be informed unless this would jeopardise the safety of the child or others.

Medicines should be held in the Main Office. Parents/carers should collect and dispose of any unused or date expired medicines, or school will dispose of them in the appropriate manner. Medication taken in any way to replicate drug taking behaviour will be dealt with in accordance with school policy on drug related incidents.

New Psychoactive Substance found on the school premises should be sealed in a plastic bag and labelled. They should be stored in a secure location that can be accessed by members of the SLT only. The police will be notified for disposal. If illegal substances are found, it is our legal duty to hand them to the police as a matter of urgency. **The police may then identify whether it is an illegal drug.**

School staff must not attempt to analyse or taste unknown substances. Police can advise or analyse substances, if necessary, which may be required for prosecution or further investigation.

## 8.9 Responding to students involved in drug related incidents

The school will carefully investigate the nature and seriousness of any drug related incident taking account of:

***In the event of drug related incident the school is advised as best practice to contact the Wirral School Drugs Adviser Lea Sloan (Wirral School Drugs Adviser) for support and advice on 0151 650 5488 M: 07703380957 or [lea.sloan@barnardos.org.uk](mailto:lea.sloan@barnardos.org.uk)***

All Wirral primary and secondary schools have a designated 'Wirral Schools Drugs Adviser'. The SDA works in partnership with other agencies these include, Health Services in Schools, Additional Youth Support, School Nursing Service, the police, and targeted services. The role provides the following;

- 30) Free confidential advice, guidance and support on all drug related incidents / issues in and outside of school.
- 31) Support within the implementation of your school drug policy.
- 32) A recommended, comprehensive and standardised drug education programme for all students.
- 33) Up-to-date training sessions within a range of drug related subjects to all staff.

**The school's nominated senior professional responsible for all drug related issues Alison Roberts, Head of Student Services, champions good practice and liaises with the School Drugs Adviser, Lea Sloan, on a regular basis.**

## 8.10 Confidentiality

The school will carefully investigate the nature and seriousness of any drug related incident taking account of the needs of the students and any safeguarding issues this may present. For further guidance refer to; [Wirral's Safeguarding Policy and Procedure document](#).

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In line with **General Data Protection Regulation (GDPR)** the need for confidentiality for those involved should be respected; however, the boundaries of such confidentiality should be made clear to students. If a student discloses information to a member of staff which is of concern the teacher must follow the school safeguarding policy, co-operate with a police investigation (if appropriate), and refer to external services (if appropriate). For further guidance refer to; [Government guidance and regulation for GDPR](#)

#### Parents/Carers

Subject to the **General Data Protection Regulation (GDPR)** parents/carers will be informed about the incident at the earliest possible stage and about the school’s response unless there are concerns about the child’s safety as a result.

In any situation where the student may need protection from the possibility of abuse, the school’s Designated Safeguarding Lead, the Head of Student Services, will be consulted. Usual safeguarding procedures will be applied. School recognises the importance of adopting flexible procedures that ensure a co-ordinated, consistent approach to dealing with drug related incidents.

Any response should balance the needs of the individual with those of the wider school community, and aim to provide students with the opportunity to learn from their mistakes and develop as individuals. The needs of students in relation to drugs may come to light other than via an incident, for example, through the pastoral system. Given that drug problems rarely occur in isolation; responses may need to take a holistic approach rather than focus solely on drugs. As a school we will:

- 34) Take a flexible approach whilst maintaining consistency and fairness.
- 35) Carefully assess the situation and the options for action.
- 36) Consider the impact of sanctions on the student involved, on other students, on the school as a whole, on parents/carers and on the wider community.

Punitive and uncaring actions may stifle dialogue between staff and students as a whole. Other students become less likely to approach teachers if they have problems with drug use. Students need to see that rules and consequences are used consistently and fairly and that teachers are approachable and able to also offer support and care.

A range of responses will be considered. These are:

- 37) Early intervention and targeted prevention.
- 38) Team Around the School referral – e.g.: Student Support, School Counsellor, Health Service for Schools, Youth Offending Team, Social Services, Response, 0-19 Team
- 39) Behaviour Support Plans.
- 40) Managed Moves.
- 41) Fixed Term Exclusion.
- 42) Permanent Exclusion.

### **8.11 Parents/Carers under the influence illegal substances or alcohol on school premises**

Staff should maintain a calm atmosphere. If it is unsafe to discharge a child into the care of a parent/carer, the teacher should discuss with the parent/carer if an alternative arrangement could be made, e.g. with another parent/carer or appropriate family member. Consideration will be given to invoking child protection procedures. Any concerns in relation to parents/carers under the influence must be reported to the designated safeguarding lead.

### **8.12 Staff conduct and illegal or unauthorised substances**

Teachers have a duty of care to students in school and on school trips. Staff must, therefore, not be under the influence of illegal or unauthorised substances during the school day.

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If staff are away from school for an extended period with a group of students then obviously it is very important, on a daily basis, to identify nominated members of staff to take responsibility at all times. Whilst on duty, staff must not be under the influence of any illegal or unauthorised substance or alcohol.

### **8.13 Discipline**

The Schools response to a drug-related incident will remain balanced to the needs of the individual students concerned within the wider school community. In deciding what action to take school will follow their own disciplinary procedures, ie:

- School have a duty of care to respond competently and fairly to any incidents involving drugs and offer a range of options for their response to the identified needs of those involved;
- Students involved in drug related activity may be issued with a permanent exclusion, a fixed term exclusion or, if safe and appropriate, an alternative may be explored such as a Managed Move to another school.
- More details on excluding students can be found in the [Exclusion from mainstream Schools, academies and student referral units in England](#)

### **8.14 Involving the Police**

The police will be involved, where appropriate. A full record of the incident recording details and the police incident reference number must be kept.

Prenton High School works in partnership with the local police. We take their advice and involve them appropriately and when deemed necessary.

999 should only be dialed in the case of an emergency. Drug related incidents will be reported to the Wirral Schools Drugs Advisor (SDA)

Lea Sloan Barnardo's 0-19 Health and Wellbeing Service (Wirral Community NHS Foundation Trust)  
Tel: 0151 650 5488 or 07703380957.  
[Lea.sloan@barnardos.org.uk](mailto:Lea.sloan@barnardos.org.uk)

101 may also be dialed to report an incident that is not deemed to be an emergency.

### **8.15 Drug Dogs and Drugs Testing**

The Association of Chief Police Officers (ACPO) recommends that drug dogs and drug testing should not be used for searches where there is no evidence for the presence of drugs on school premises.

However, schools may choose to make use of drug dogs or drug testing strategies if they wish. It is advisable that the school consults with their local Schools Drugs Adviser and local police. If school chooses to respond with the use of drug dogs, that's this should do so as part of a warrant-led operation.

*Refer to;* [DfE and ACPO Drug Advice for Schools \(2012\) Department of Education and association of Chief Police Officers](#)

### **8.16 Handling the Press and the Media**

All press enquires must be handled through the Headteacher in conjunction with Wirral Press and Public Relations Office based in Wallasey Town Hall [pressoffice@wirral.gov.uk](mailto:pressoffice@wirral.gov.uk).

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## 9 THE NEEDS OF STUDENTS/REFERRAL AND EXTERNAL SUPPORT

Role	Name/Contact	Details
<b>Designated School Safeguarding Lead</b>	Alison Roberts	robertsa@prentonhighschool.co.uk
<b>Wirral Schools Drug Adviser (SDA)</b>  Primary & Secondary Lead (all drug related matters)  Barnardo's 0 – 19 Health & Wellbeing Service	Lea Sloan	M: 07703380957  <a href="mailto:lea.sloan@barnardos.org.uk">lea.sloan@barnardos.org.uk</a>
<b>Health Services in Schools</b>  Team Leader (Universal / Targeted Services)	Patric Rogers	W: 0151 666 3779 M: 07825732206  <a href="mailto:patricrogers@wirral.gov.uk">patricrogers@wirral.gov.uk</a>
<b>RESPONSE</b>  <b>Drug &amp; Alcohol Team</b>  Manager (Targeted / Specialist Service)	Alistair Smith	W: 0151 666 4123  <a href="mailto:AlistairSmith@wirral.gov.uk">AlistairSmith@wirral.gov.uk</a>
<b>Substance Misuse Programme Coordinator</b>  Barnardo's Health & Wellbeing Service (Universal & Targeted Service)	Jackie Gray	M: 07885478571  <a href="mailto:jackie.gray@barnardos.org.uk">jackie.gray@barnardos.org.uk</a>
<b>Integrated Front Door</b>  Wirral Children's Social Care	Service Desk	W: 0151 606 2008
<b>Police</b>	In an emergency  For non-emergency but possible crime	999  101
<b>Safer Schools Police Officer</b>	Contact details can be obtained from school	Contact details can be obtained from school

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## MEDICINES IN SCHOOL

### Procedures for Administration of Medicines

1. Parents / carers should provide full written information about their child's medical needs.
2. Prior written agreement should be obtained from parents/carers for any medicines to be given to a child and this should be done using the '**Request to Administer Medication Form**'.
3. The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
4. All medicines should be provided in the original container as dispensed by a pharmacist and should include the prescriber's instruction for administration. In all cases this should include: Name of child, name of medicine, dose, method of administration, time/frequency of administration, any side effects and expiry dates.
5. The information contained within the '**Request to Administer Medication Form**' should match the information on the container. Where any discrepancies appear, parents should be contacted for further information / written approval.
6. It is the responsibility of parents to advise of changes in medication and dosage and this should be done by submitting a revised '**Request to Administer Medication Form**'.
7. Staff should **never** give a non-prescribed medicine to a child unless this is part of an individual Health Care Plan, involving specific prior written permission from the parents/carers.
8. A child under 16 should **never** be given aspirin or medicines containing ibuprofen unless prescribed by a doctor (National Guidance).
9. All medication should be kept in a locked cabinet in the Main Office.
- 10. Medication will be administered by trained First Aid staff via the main office.**
11. Administration of medication should be recorded on a '**Record of medicines administered to children**' form.
12. All documents relating to the above should be kept securely with the medication and accessed by authorised personnel only.

## SMOKING IN SCHOOL

- The school and grounds is a smoke free environment, and as such smoking of cigarettes, cigars, tobacco and e-cigarettes/vaping is not permitted on the entire premises.
- The school aims to provide a supportive environment for those who wish to stop smoking.
- Students who smoke on the school premises, or in school uniform off school premises, will receive consequences in accordance with the school's Behaviour Policy. Parents/carers will be contacted unless this puts the child at risk.
- The school promotes the health and welfare of all who work in or visit the school.

## ALCOHOL IN SCHOOL

Alcohol related deaths total 50,000 a year and a large proportion of violent crime and anti-social behaviour is alcohol related. Furthermore 25% of 11-15 year olds admit to drinking once a week while the figure for 15 year olds alone is 47%. It is, therefore, important that:

- Students must not drink alcohol at any time during the school day, or whilst on school activities or trips.
- Students must not bring alcohol onto the school premises for consumption.
- The school aims to provide staff or students' access to support where drinking is a problem.
- Students who drink alcohol or bring alcohol onto the school premises will receive sanction from the school's Behaviour Policy. Parents/carers will be contacted unless this puts the child at risk.
- Safeguarding procedures will be applied if any adult brings alcohol onto the premises or if under the influence of alcohol.

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## **Parents/ Carers Under the Influence of Drugs on School Premises**

When dealing with a parent / carer under the influence of drugs on a school premises the focus for staff should always maintain the immediate welfare of the child and staff member. The advice given is as follows:

- Inform lead professional of any concerns (Alison Roberts or a Member of the Senior Leadership Team)
- Staff should maintain a calm approach to the parent/carer/
- If a staff member has concerns on discharging a pupil into the care of the parent / carer school may wish to ask parent / carer if alternative arrangements can be made, for example another parent or carer to accompany the child home.
- Where a parent/ carers behaviour under the influence places the child at risk i.e., becoming abusive, violent or have repeatedly presented under the influence of a drug refer to the school's safeguarding procedures and / or the involvement of the police.
- School should make a full record of every incident.

## **STAFF TRAINING**

Safeguarding is delivered to all members of staff. Initial teacher training requires Early Career Teachers to be familiar with the Learning for Life curriculum, and to be prepared for their Form Tutor responsibilities.

The school's programme of Continuing Professional Development provides opportunities for teachers who teach drugs education or deal with drug related incidents to develop the skills, knowledge and confidence required when addressing drugs issues with students.

## **THE ROLE OF GOVERNORS**

Governors contribute to the development of this policy and have ratified it.

The Governors of Prenton High School take the issue of substance misuse very seriously, and support the Headteacher and staff in maintaining Prenton High School as a 'drug free zone'. In cases where students are excluded from school on drug related matters, the Chair of Governors is informed; any appeal against exclusion on a drug related matter will involve the Governing Body.

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**DISPOSAL FORM**

NAME OF STUDENT(S) WHO PROVIDED THE ITEM(S) FOR DISPOSAL FORM \_\_\_\_\_

**APPENDIX 1: DISPOSAL OF ITEM**

Item for disposal \_\_\_\_\_ Date of receipt \_\_\_\_\_

Method of disposal \_\_\_\_\_ Date of disposal \_\_\_\_\_

Staff members who witnessed disposal \_\_\_\_\_

Signatures of staff who witnessed disposal \_\_\_\_\_

ADDITIONAL NOTES: FULL NOTE OF PROCEDURES FOLLOWING RESPONSES FROM CHILD/CARER

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NAME OF STUDENT(S) WHO PROVIDED THE ITEM(S) FOR DISPOSAL FORM \_\_\_\_\_

PARENT INFORMED: YES / NO\* (\*please delete as appropriate)

OUTSIDE AGENCY INFORMED: \_\_\_\_\_

ACTION PLAN:

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## APPENDIX 1: RESPONSE TO DRUG AND ALCOHOL MISUSE AT PRENTON HIGH SCHOOL

<b>The supplying of drugs</b>	<p>This will usually lead to a permanent exclusion.</p> <p>Our definition of supplying is providing illegal substances to others. Additionally, any person carrying large amounts of banned substances would also put themselves at risk of permanent exclusion.</p> <p>Anyone suspected of supplying drugs will be the subject of a detailed investigation to collect information. If on the balance of probability, the person is believed to be supplying we will usually exclude permanently based on the need to ensure the safety of other students.</p>
<b>Under the influence of drugs</b>	<p>This will lead to Fixed Term Suspension, a Permanent Exclusion or a move to another school, following Managed Move procedure</p> <p>Students who use illegal substances and then present themselves on school premises will be removed from school premises. The basis of the decision will be made using the detailed signs and symptoms of substance abuse.</p>
<b>In possession of drugs</b>	<p>This will lead to a Fixed Term Suspension, a Permanent Exclusion or a move to another school, following Managed Move procedure</p> <p><u>Please note:</u> If a student is found in possession of a controlled substance on school premises, the school has the right to take into consideration other evidence of previous poor or disruptive behaviour when considering whether a resultant exclusion is to be fixed-term suspension or permanent. This means that a student with a history of poor behaviour who is found on school premises in possession of an illegal substance is at risk of permanent exclusion. In all cases, it is at the discretion of the Headteacher whether such behaviour shall be taken into account. On occasions in which a student is found in possession of a controlled substance:</p> <ul style="list-style-type: none"> <li>43) Drugs will be confiscated.</li> <li>44) Police will be informed.</li> <li>45) Support will be offered.</li> </ul>
<b>Alcohol</b>	<p>Drinking alcohol on site/bringing alcohol on to site with the intention of drinking it/supplying it to others, etc. will result in a Fixed Term Suspension or Permanent Exclusion. A Managed Move may also be appropriate dependent on the student's behaviour record.</p>

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## APPENDIX 2:

### Useful National Organisations

Addaction is one of the UK's largest specialist drug and alcohol treatment charities. As well as adult services, they provide services specifically tailored to the needs of young people and their parents. The Skills for Life project supports young people with drug misusing parents. Website: [www.addaction.org.uk](http://www.addaction.org.uk)

Alcohol Concern works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems. Email: [contact@alcoholconcern.org.uk](mailto:contact@alcoholconcern.org.uk) Website: [www.alcoholconcern.org.uk](http://www.alcoholconcern.org.uk)

Children's Rights Alliance for England - A charity working to improve the lives and status of all children in England through the fullest implementation of the UN Convention on the Rights of the Child. Email: [info@crae.org.uk](mailto:info@crae.org.uk) Website: [www.crae.org.uk](http://www.crae.org.uk)

Drinkaware - An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol related harm. Tel: 020 7766 9900 Website: [www.drinkaware.co.uk](http://www.drinkaware.co.uk)

Drinkline - A free and confidential helpline for anyone who is concerned about their own or someone else's drinking. Tel: 0300 123 1110 (lines are open 24 hours a day)

DrugScope is a centre of expertise on illegal drugs, aiming to inform policy development and reduce drug-related risk. The website includes detailed drug information and access to the Information and Library Service. DrugScope also hosts the Drug Education Practitioners Forum. Tel: 020 7520 7550 Email: [info@drugscope.org.uk](mailto:info@drugscope.org.uk) Website: [www.drugscope.org.uk](http://www.drugscope.org.uk)

FRANK is the national drugs awareness campaign aiming to raise awareness amongst young people and adults of the risks of illegal drugs, and to provide information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs. 24 Hour Helpline: 0300 123 6600 Email: [frank@talktofrank.com](mailto:frank@talktofrank.com) Website: [www.talktofrank.com](http://www.talktofrank.com)

National Children's Bureau promotes the interests and well-being of all children and young people across every aspect of their lives. Tel: 020 7843 6000 Website: [www.ncb.org.uk](http://www.ncb.org.uk)

Family Lives - A charity offering support and information to anyone parenting a child or teenager. It runs a free-phone helpline,,Re-Solv (Society for the Prevention of Solvent and Volatile Substance Abuse) A national charity providing information for teachers, other professionals, parents and young people. Tel: 01785 817885 Information line: 01785 810762 Email: [information@re-solv.org](mailto:information@re-solv.org) Website: [www.re-solv.org](http://www.re-solv.org)

Smokefree - NHS Smoking Helpline: 0800 169 0 169 Website: <http://smokefree.nhs.uk>

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## APPENDIX 3:

### Working With Wirral External Agencies – Universal & Targeted Services

[Wirral Early Help Information - Early Help and Support for Families - Wirral Safeguarding Children Partnership](#)

#### Health Services in Schools (HSIS)

Prenton High School designated Health Service in Schools Youth Worker is Jackie Leasor  
Jackieleasor@wirral.gov.uk

- HSIS Youth Workers support young people in Wirral Secondary Schools, Wirral Sixth Form College and Wirral Met Colleges.
- Each school/ college has a designated HSIS Youth Worker that provides young people with opportunity to access confidential support on any issues which may be affect them.
- HSIS Youth Workers provide support to young people on a wide range of issues and topics such as: building resilience, reducing risks, healthy relationships, sexual health, drugs, alcohol and all aspects of emotional health and well-being.
- School Referrals - Support from HSIS can be submitted by schools designated lead professional directly to the youth worker linked to their school, as seen above. Or
- Young People - Can self-refer for support from their HSIS Youth Worker via the same link: [www.zillowirral.co.uk/hsis](http://www.zillowirral.co.uk/hsis)
- SEE APPENDIX 4 - Individual contact details of each Youth Worker and link to find your school.

#### ZILLO - [www.zillowirral.co.uk](http://www.zillowirral.co.uk)

ZILLO represents far more than just a website. It is a dynamic hub where young people can not only stay updated on the latest events, arts, culture, and news but also gain access to expert health and wellbeing advice. However, at its heart, ZILLO embodies a profound commitment to empowering young people, enabling them to take active, positive steps in their lives.

ZILLO stands as a beacon of inspiration and opportunity for young individuals. The platform is not merely a source of information but a catalyst for change, fostering a sense of pride and identity in Wirral's youth and culture. Through the innovative Young Reporters media and journalism project, ZILLO goes beyond conventional boundaries, offering young people invaluable real-life experiences in content creation and journalism for the web.

Empowerment is the cornerstone of ZILLO's mission. The Young Reporters initiative opens doors to personal growth and self-expression, providing young people with a platform to amplify their voices, tell their stories, and advocate for the issues that matter most to them. It embraces inclusivity by welcoming all Wirral young people aged 11-18, with an extended reach up to age 25 for those with Special Educational Needs and Disabilities (SEND). ZILLO recognises that every young person has a unique perspective and potential waiting to be unleashed.

#### Wirral Sandbox - [www.wirralsandbox.com](http://www.wirralsandbox.com)

Wirral Sandbox is an expanding risk assessment and service directory tool for anyone working with young people. It can be used to help inform risk assessment, help you to find the correct service to help you to support a young person, provide you with helpful guidance, advice, tips, resources to

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help you to support young people at the earliest possible stage as well as keeping you up to date on the latest from the wide network of services for young people in Wirral.

Resources, content, and service information is shareable at the click of a button helping you to easily and share them on to service users, colleagues, and other professionals. Look for the share icon in each category.

## RESPONSE – Drug & Alcohol Team

### Alistair Smith - Team Leader / Specialist Worker

- Based at Pilgrim Street Art Centre, 1 Pilgrim Street, Birkenhead, CH41 5EH (0151 666 4123 telephone support 10am-4pm Monday to Friday, out of hours crisis support 4pm-8pm Monday to Friday)
- Response is a confidential Drug, Alcohol and Counselling Service for Young People age 13-18. Offering a range of support services including, one to one interventions, Drug and Alcohol targeted workshops, professionals training, parent support and individual counselling support.
- Response is a referral led service and consent from the Young Person must be gained prior to making the referral. Referral forms for this service are available by calling 0151 666 4123 or by emailing [Response@wirral.gov.uk](mailto:Response@wirral.gov.uk)

## BARNARDOS

### Substance Misuse 0 – 19 Health and Wellbeing Service (*Wirral Community NHS foundation Trust*)

- Confidential service to all Wirral schools, providing drug related support, advice, and guidance to Headteachers and Senior Leadership, staff training and drugs education sessions to secondary and primary school pupils.
- Lea Sloan - Wirral Schools Drug Adviser – Lead Professional for all drug related matters across Wirral schools. (For further details please refer to section 7.3 of the document)
- Jackie Grey - Substance Misuse Coordinator - Substance Misuse Awareness Sessions (including tobacco and alcohol)
- Supports schools with additional drugs education through delivery of an interactive programme. Delivered over 2 x 1 - hour sessions to whole classes in secondary schools, usually years 8 to 11. The Programme provides universal drugs education messages focussing on the risks, effects, and dangers of substance misuse.
- Sessions provide pupils with information about where they can access additional support, which includes their 0-19 healthy Child Team school nurse, Response, Health Service in Schools, and other appropriate services.
- Each participant completes a questionnaire at the end of the session to measure their learning. This information is collated and provided to schools.
- (During covid-19 this has been delivered online)

### Solutions to Anger

Prior to Covid-19 lockdown, the '*Solutions to Anger*' programme was delivered in school to groups of up to 6 young people over a 6-week period with one 2-hour session each week. This group work delivery was not conducive to online working, so a bespoke 'Understanding Anger' programme was developed to be delivered online 1-1 with young people.

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Who is it for?

The programme is suitable for young people aged 13-19 years and is delivered one to one to young people in a school or home setting.

This programme benefits young people who want to improve their social skills and develop positive social interaction with their peers. This ensures that any young people that are having anger issues are supported, and that challenging behaviour is managed in a positive way. The individual programme will be delivered (currently) by online one to one session to enable young people to identify negative feelings, deal with difficult situations better, recognise destructive behaviour and anticipate consequences, it will allow young people to develop a strong sense of 'self', control their behaviour and develop practical skills and strategies to manage their stresses and feelings of aggression.

Contact Jackie Gray Substance Misuse Coordinator on M: 07885478571. E-mail [jackie.gray@barnardos.org.uk](mailto:jackie.gray@barnardos.org.uk)

### **ABL – A Better Life – Wirral Smoking Cessation Service.**

**Elizabeth Woodworth Service Manager - [ewoodworth@ablhealth.co.uk](mailto:ewoodworth@ablhealth.co.uk)**

A Better Life Wirral is a smoking cessation service run by ABL Health in cooperation with Wirral Council.

Our Stop Smoking Service helps individuals quit smoking for good. Our aim is to support you in understanding why you smoke, to identify and manage your cravings and offer advice around relapse prevention.

Our evidence-based 12-week programme offers flexible support, tailored to each person's needs. Every year we help over 1500 to stop smoking.

We have lots of experience working with pregnant women, young people, and people with long-term medical and/or mental health conditions.

**0151 541 5656** (Monday to Friday, 9am to 5pm) Text: ABL to **60777** (texts are free)

Email: [wiccg.ablwirral@nhs.net](mailto:wiccg.ablwirral@nhs.net)

### **Safer Schools Police Officers (Merseyside Police)**

- There are four Safer School Police Officers working within a variety of secondary schools across Wirral. For further information on the allocated schools and contact details of the officers, please refer to Appendix 5, The Matrix of allocated schools and officers
- Aims of Safer Schools Police Officers.:
- To support the creation of a safe environment that enhances children's learning.
- To promote positive relations between Merseyside Police, the education sector and the community.
- To promote community cohesion by building and maintaining positive relationships across the whole school community and with Police.
- To seek the views of young people to develop an agreed approach with school leaders that is bespoke to the school, taking account of local data, the school and community's context.

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- To ensure that when risks are identified, a partnership approach is taken to securing the appropriate safeguarding response, working alongside safeguarding leads and other professionals.
- To prevent crime and anti – social behaviour on school premises and in the immediate area around the schools.
- To support school staff in dealing with children and parents who behave or may behave in a manner which is threatening or abusive.
- To respond to reports of crime where children are identified as victims or perpetrators in accordance with school and police policies with particular emphasis on restorative practice.
- To identify underlying causes when students begin to engage in crime or anti-social behaviour and provide suitable and timely interventions to support and avoid unnecessary criminalisation.
- To support school staff in ensuring the optimum attendance of children at school.
- To deliver, or facilitate the delivery of, tailored information and education sessions to raise awareness of staff and children in relation issues that may put students and staff at risk.
- To be a visible presence in the school, to be seen on the playground and at the school gates when possible but not as part of any formal rota / timetable that school staff may be subject to.
- To develop diversionary activities during the summer and half term breaks to promote inclusion, break down barriers between the police and the students and encourage improved attendance and behaviour.
- To liaise with colleagues and partners in the Local Policing team, Early Help and other departments, in relation to policing and safeguarding issues that may require a wider response.

### **CAMHS - Cheshire & Wirral Partnership NHS Trust**

- 0 – 13 and 14 – 18 team are based at The Birch Centre, Derby Road, Birkenhead, CH42 0LQ
- Wirral CAMHS Advice and Duty Line on 0300 303 3157 to speak to a clinician, who will ask you a range of questions to gain an understanding of your child’s needs and presentation. This will take approximately 30 minutes. Or
- You can complete the [self-referral form](#) and email this to [wirralcamhsreferrals@cwpa.nhs.uk](mailto:wirralcamhsreferrals@cwpa.nhs.uk)

### **Brook Wirral**

- Brook Wirral offers free and confidential sexual health services for young people aged 19 and under. We are a drop-in service and young people can meet with nurses and health care assistants.
- Brook Wirral also has an education department which provides a wide range of educational sessions for young people within schools, colleges, training agencies, etc. as well as training for the CYP workforce on topics relating to sex and relationships education.
- Tel: 0151 670 0177 Website: <https://legacy.brook.org.uk/find-a-service/regions/wirral>

### **Kooth.Com [www.kooth.com](http://www.kooth.com)**

- Kooth offers young people in Wirral (11-25) free, anonymous, and safe mental health and wellbeing support, helping to address with anything that young person might be facing.
- The Kooth platform includes the Magazine (articles, research, creative writing etc- written by the Kooth team and by the young people), the Forums (posts, discussions and friendly

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advice and words of support from the Kooth community on a variety of topics), activities and text-based chat with trained, professional Counsellors and Emotional Wellbeing Practitioners.

- Everything on the platform is pre moderated, so nothing goes live on the site before being checked by the Kooth team.
- The Kooth team are all experts in when to signpost and to help Young People get the right support and help, they need, whether it's with Kooth or otherwise.

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# Drug Related Incident Pathway

Observation, suspicion, intelligence, disclosure

## Check student safety

Do they need medical attention? (if YES) Call 999

**NO**

Safe to stay on site.  
Situation manageable

**YES**

Are there any safeguarding concerns?

For incident whereby a young person has taken any unknown substance or there is suspicion they have taken a sedative such as diazepam or Xanax call for emergency medical help

Call 999

Headteacher and Safeguarding Lead informed

Relevant senior staff to undertake risk assessment.  
First aider to assess

Consider next steps/ referrals to appropriate services.  
(See additional guidance appendix for service information)

Make referral to support services.  
Notify Health Service in Schools Youth Worker.

- Is at risk of significant danger or harm
- Has taken an unknown substance
- Is at risk of abuse, ie sexual, physical, emotional, neglect
- Is under 13 and sexually active
- Is considering suicide
- Is missing
- Has injected drugs
- Has planned to or has over dosed
- Involved in crime with risk to self or others
- Shows significant signs of mental distress (including, paranoia, suicidal thoughts, severe depression)
- Is or is at risk of becoming homeless
- Is at risk of exploitation

**Contact: Integrated Front Door**

**(IFD)**

**0151 606 2008**

Follow school safeguarding policy

Report all drug related incidents to Wirral School Drug Adviser who will provide further advice and support on level of risk and what if any further action is required.